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10 November 1979

MEMORANDUM FOR: Deputy Director of Central Intelligence
Director, Defense Intelligence Agency
Director, Bureau of Intelligence and Research/Department
of State
Director, National Security Agency

SUBJECT: Annual Report

1. This year I want to make sure that the Annual Report not only addresses Community problems and concerns, but also discusses their implications for the future, especially the key role that intelligence must play in the national security policy review process. Consequently, I would like to try to draft a Report with five major sections: an overview that I would write, followed by chapters on CIA, DIA, INR, and NSA drafted by each of you. I see this as an opportunity for you to share your perspectives about where we ought to be headed in the future and what we are doing now to get there. To assure coherence, I would like to have each of you address the following in your chapter:

-- Our performance in 1979: Where did we do well? Where did we make mistakes? What lessons have been learned and how have they been applied in your areas of responsibility?

-- Relations with consumers: Where did your organization make particularly noteworthy progress? How well are we anticipating consumer needs?

-- The nature of your present and projected resource needs: How would you characterize them for the general reader? What implications do these needs have for present capabilities? What key areas need to be stressed to continue to meet anticipated demands?

-- Your agenda for future research and development: In the broader context, which trends in the international system will drive your activities in the future? Which specific issues and problems should receive priority emphasis over the next several years in your area?

2. To facilitate compiling this Report and the preparation of my overview, I would like to have your drafts in hand by 23 November 1979. The Report itself should not exceed the 30 or so printed pages of last year's; you should, consequently, plan on a chapter of about 10-12 pages of double-spaced, typewritten text.

STANSFIELD TURNER